

[Your Name]
[Your Position]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Lecturer's Name]
[Guest Lecturer's Position]
[Guest Lecturer's Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Guest Lecturer's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position] at [Your Institution/Organization]. We are currently planning our upcoming [event/semester/course], and I am reaching out to inquire about your availability to serve as a guest lecturer.

We would be honored to have you share your insights on [specific topic/subject] with our students on [proposed date(s)]. Your expertise in [guest lecturer's field] would greatly benefit our program and inspire our students.

Please let us know your availability for the proposed date(s) and if you would be interested in this opportunity. We would be happy to accommodate your schedule as best as we can.

Thank you for considering our invitation. I look forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Your Institution/Organization]